



AYESHA AKTER

House-131/1-A, Shah Alibagh
Mirpur-1, Dhaka-1216
Vill: 12 No Chandra, P.O: Chandra,
P.S: Chandpur Sadar, Dist: Chandpur.
+88 01632203271
ayeshakhotha@gmail.com

PERSONAL DETAILS

Father's Name : Late Md. Shukkur Ali
Mother's Name : Parul Akter
Date of Birth : 21/01/1997
Nationality : Bangladeshi by birth
NID Card No. : 422039930
Marital Status : Married
Gender : Female
Height : 5 Feet 1 Inches
Blood Group : A- (ve)
Religion : Islam

LANGUAGES

Bangla: writing, Listening & speaking.
English: writing, Listening & speaking.

SKILLS

- MS Word • MS Power Point,
- MS Excel • Internet Browsing
- E-mail • Bangla, English Typing.

Leadership

Team work

Hardworking

Time management

Interests

- Reading
- Writing
- Magazine & Book.

Skill & Abilities

- Critical Thinking, Decision making, Problem solving skills.
- Planning & organizing abilities.
- Creative, incite full & innovative, Emotional intelligence.
- Honest, Sincere and punctual in work.
- Time Management in work.

Liability

- Credit Voucher Entry
- Credit Bill Transfer
- Credit Ledger Maintenance
- Supplier Balance Confirmation
- Petty Cash Maintenance

Career Objective:

- To secure a suitable position in a dynamic organization like yours to contribute for the growth of your organization and to be an efficient employee by enriching my professional knowledge and skills in development sector.

EDUCATION

M.BA

Institution : Mohammadpur Kendriya University College
Board : National University
Subject : Management
Year : 2022
Result : CGPA-3.06 (Out of 4.00)

B.B.A

Institution : Mohammadpur Kendriya University College
Board : National University
Subject : Management
Year : 2021
Result : CGPA-2.94 (Out of 4.00)

H.S.C

Institution : Govt. Bangla College
Board : Dhaka
Subject : Business Studies
Year : 2017
Result : CGPA-3.75 (Out of 5.00)

S.S.C

Institution : Language High School
Board : Dhaka
Subject : Business Studies
Year : 2015
Result : CGPA-4.33 (Out of 5.00)

CERTIFICATION:

I am confirming that all the information provided above is true on best of my Knowledge and sense.

AYESHA AKTER